

APPLICATION FOR PERMISSION TO PUBLISH

Montana Historical Society
P.O. Box 201201 • Helena, MT 59620-1201
Archives: 406-444-4774 • Photograph Archives: 406-444-4739
Library: 406-444-2681 • Museum: 406-444-4710

Please read both sides of form; complete, sign, and return via U.S. Mail (do not fax) to the appropriate division of the Montana Historical Society at the above address.

Applicant (Author/Producer): _____
If applicant is different from payee, please attach billing information

Phone Number: _____

Applicant's Institution/Firm: _____

Fax Number: _____

Address: _____

E-Mail Address: _____

City, State/Province, and Zip/Postal Code: _____

Title of Publication/Work: _____

INTENDED USE

(please check all that apply)

- ☐ Advertising/Promotion
- ☐ Book
- ☐ CD-ROM
- ☐ Commercial/ Trade Publication
- ☐ Decorative Use or Display
- ☐ Exhibit
- ☐ Film

- ☐ Newspaper(s)
- ☐ Periodical(s)/Serial(s)
- ☐ Slide Presentation
- ☐ Television
- ☐ Video(s)
- ☐ World Wide Web (site/page)
- ☐ Other *(explain)* _____

DISTRIBUTION

- ☐ Local
- ☐ Regional
- ☐ North American
- ☐ Worldwide
- ☐ Other _____

PURPOSE OF PUBLICATION

- ☐ Commercial/For profit
- ☐ Non-profit
*A copy of your tax exempt
certificate may be required later*

COLLECTIONS/ITEMS from the Montana Historical Society to be Used *(please list catalog number/negative number and title of collection or description of item where applicable; please make more copies as needed; for archival material, attach a copy of your manuscript showing use)*

Examples:	PAC 90-87.34-2 Evelyn J. Cameron photograph of steam-driven tractor engine dragging 65 sacks of wool	OH 90 Chet Huntley Interview
	MC 226 Evelyn J. Cameron diary entry, Jan. 13, 1893	B-9 W.W. de Lacy map of Montana, 1866
		X52.03.03 C.M. Russell oil "Caught in the Act"

Catalog Number

Description

_____	_____
_____	_____
_____	_____
_____	_____

Statement of Responsibility: I certify that the information on this form is correct and I accept the conditions of use stated below.

Signature of Applicant

Date

PERMISSION is hereby granted *for one time use only* — with no other rights — of the item(s) listed above, for the purpose(s) specified in the description of use. Permission is granted in accordance with the conditions listed below and, if applicable, when payment of the Use Fee is received.

Approved by

Title

Date

CONDITIONS

- 1 Permission is for one time use only, as described on this form, with no other rights. Any subsequent use—including subsequent editions, paperback editions, foreign language editions, etc.—constitutes re-use and must be applied for in writing. An additional fee may be charged for re-use.
- 2 All reproductions must be credited to the Montana Historical Society and use any specific credit line provided on back of copy.
 - a For photographs: with printed matter or electronic media, the photographer's name, when provided, must be included in the credit line. The credit line must appear with the item or on a credit page, indicating the page number and the location on the page, for each item. Crediting of each individual item is mandatory in all cases.
 - b For archival materials: with printed matter, a descriptive title of the item and the date, the collection name and number, and the box number and folder number must be included in the credit line. The credit line must appear with the item or on a credit page, indicating the page number and the location on the page, for each item. Crediting of each individual item is mandatory in all cases.

Example: Letter, Aug. 3, 1889, T.C. Power Papers, MC 55, Box 21, Folder 10, Montana Historical Society Archives.
 - c With films, slide presentations, and video productions, credit must appear with other credits at the beginning or the end of the production. Collection, box, and folder numbers may be omitted.
 - d With display or exhibition, please credit each image within the display or exhibition area. Exemption from this requirement must be approved by the Montana Historical Society. Collection, box, and folder numbers may be omitted.
- 3 With CD-ROM or website/page use, images must be reproduced at a resolution of no more than 72 dpi.
- 4 Usage fees are assessed according to type of use. Payment of this fee does not exempt the user from the credit line requirement. Usage fees will not be charged for photographs used in the direct promotion of the book in which they are published. If a photograph is used both inside the book and on the book jacket, however, use fees must be paid for both usages.
- 5 Accompanying captions must indicate all changes made to the original copy/manuscript, such as significant cropping, tinting, superimposing, digital alteration, editing, etc.
- 6 One complimentary copy of each publication or production in which an item appears must be sent to the Montana Historical Society.
- 7 The user may not reproduce or permit others to reproduce the item or a facsimile of it. Additional copies must be purchased from the Montana Historical Society.
- 8 The user may not reproduce the item in an advertisement, nor mass produce as unbound material, unless specifically authorized by the Montana Historical Society.
- 9 In authorizing the publication of an item, the Montana Historical Society does not surrender its own right to publish it, or to grant permission to others to do so.
- 10 All responsibility for possible copyright infringement and invasion of privacy arising from use of reproductions is assumed by the user.
- 11 The user agrees to indemnify and hold harmless the Montana Historical Society, its officers, employees, and agents from and against all claims made by any person asserting that he or she is an owner of copyright. In the event of litigation, the user agrees to pay any and all attorney fees for the Montana Historical Society.
- 12 Any exceptions or additions to the above conditions will appear on, and be considered part of, the permission form.

By MHS Staff: _____

Fee added to Order No. _____

Fee invoiced separately to Order No. _____

Date payment received: _____

Total Use Fee: _____